

# Amy Tan

Email: a33tan@uwaterloo.ca  
Student: 2A Honours Mathematical Economics

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## Education

**University of Waterloo**  
*Sept. 2015 – Present*

Candidate for Bachelors of Arts, Honors Mathematical Economics Co-operative program, Class 2020

### *Relevant Academic Courses*

Accounting Information for Managers, Professional and Business Ethics, Introduction to differential equations, Calculus 3 for Honors Math, Microeconomics, Macroeconomics

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## Work Experience

Sept. 2015 – Present	<p>Customer Service Representative at UW Food Services <i>Waterloo, Ontario</i></p> <ul style="list-style-type: none"><li>Performing excellent customer service and interpersonal communication skills by enthusiastically servicing customers to fulfill their orders</li><li>Exhibiting strong time management and organizational skills when preparing food orders in a fast-paced environment</li></ul>
Sept. 2015 – Apr. 2016	<p>Food Preparatory, Inventory and Team Supporter at Ah-So Fine Foods Inc. <i>Waterloo, Ontario</i></p> <ul style="list-style-type: none"><li>Strong attention to detail while focusing on inventory control to reduce production waste</li><li>Collaborated effectively with a team of 8 to complete sushi order during strict deadlines</li></ul>
Sept. 2015 – Dec. 2015	<p>Assistant Photo Editor at Imprints <i>Waterloo, Ontario</i></p> <ul style="list-style-type: none"><li>Outstanding Adobe Photoshop and Adobe Illustrator skills demonstrated in photography editing for Waterloo Imprints newspaper</li><li>Effectively communicated with 20 team members to ensure weekly deadlines are met</li><li>Strong ability to prioritize during last minute photo changes while organizing and instructing staff photographers to attend events</li></ul>

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## Qualifications

**Adobe** (Photoshop, Illustrator), **Microsoft Suite** (Excel, Word, PowerPoint), **Tajima** Embroidery Program, Bilingual (Native Proficiency for **English and Chinese**)

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## Extra Curricular

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Sept. 2015 – Dec. 2015	<p>President of Marketing for Beck Hall Floor committee <i>Waterloo, Ontario</i></p> <ul style="list-style-type: none"><li>Organized and coordinated Residence Life events using strategies that best engage students living on campus in interactive events that effectively encourage socialization and promote relationship building</li></ul>
Sept. 2015 – Dec. 2015	<p>Office Secretary at Feds Food Bank <i>Waterloo, Ontario</i></p> <ul style="list-style-type: none"><li>Developed close relations with regular members visiting the service, ensuring anonymity as well as ensuring users leave with a good experience each time</li></ul>
Sept. 2015 – Apr. 2016	<p>President of Promotions for TWSA Waterloo (Taiwanese Student Association) <i>Waterloo, Ontario</i></p> <ul style="list-style-type: none"><li>Utilized Adobe Illustrator and Photoshop to for advertisements and posters for events and promotions.</li></ul>
Sept. 2011 – Jun. 2015	<p>Dance Teacher Assistant at Nancy Chiu Ballet Studio <i>Markham, Ontario</i></p> <ul style="list-style-type: none"><li>Engaged young dancers ages 5 -16 with lesson plans based on Royal Academy of Dance grade level standards to assist and help students improve on their basic techniques</li><li>Made it a responsibility to ensure the involvement of parents in their child's dance interest by keeping them up to date making them feel welcome by forming strong relationships made up of trust and liability</li></ul>

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## Achievements



Beijing Chinese Dance Academy Examination Grade 12 Distinction Recipient  
Royal Academy of Dance Examination Intermediate Distinction Recipient

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## Interests

Law, Cognitive Science, Finance, Business Strategy, Cooking, Photography, Graphic Design, Ballet

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